1.1   Lender Registration – FHA Connection

LASS is a secure, web-based system that contains sensitive financial and lending information. Due to this sensitive information, users must register for a secure HUD user ID in order to access LASS.

To obtain a secure HUD user ID, all lenders must go to FHA Connection to apply for an Application Coordinator ID or Standard User ID.

Note: Each lending institution may have up to two Application Coordinator Ids and an unlimited number of Standard Users.
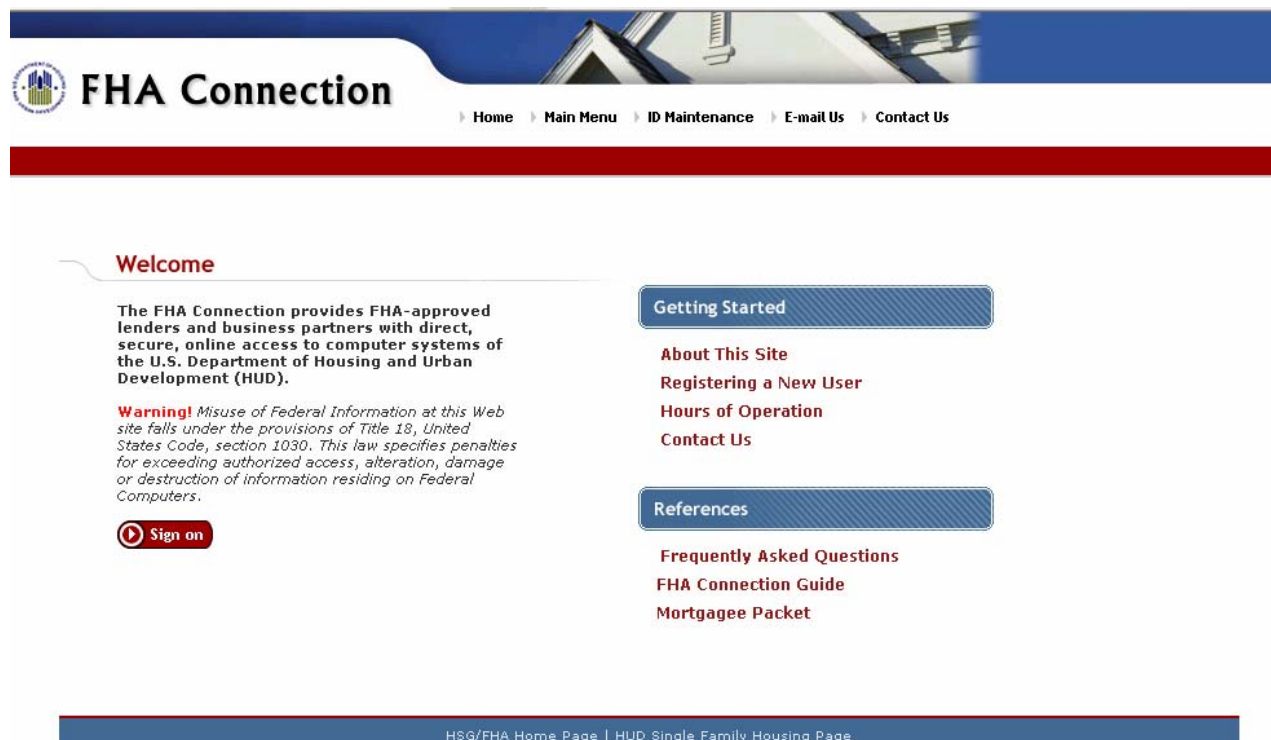
1.1.1   Application Coordinator ID Registration

The Application Coordinator will act as the administrator for FHA Connection. The person assigned the Application Coordinator ID will be responsible for assigning all roles within FHA Connection in order to successfully submit financials to HUD using LASS. LASS roles are defined in **Section 1.3 Role Code Definition & Assigning Roles** of this User Manual.

Applying for an Application Coordinator ID:

   Step 1: Access FHA Connection by going to https://entp.hud.gov/clas

   Step 2: Click on the 'Registering a New User' link. (See Below):

Step 3: Registration page will display. Click on the 'Application Coordinator Registration' link.

Step 4: Complete the form in its entirety. The applicant *MUST* check the 'Submitter' box under the Lender Assessment Subsystem for Title I, Title II, or both to gain access to LASS. (See below)
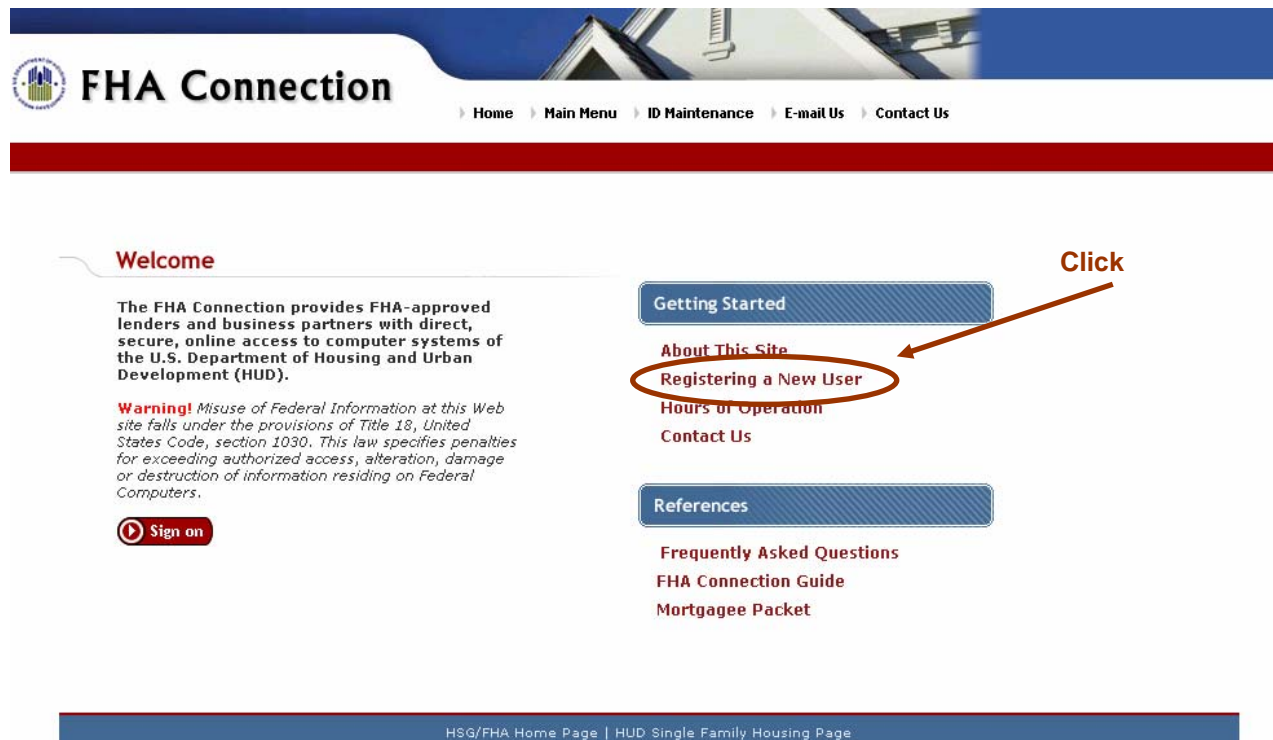

Step 5: Click 'Send' at the bottom of the page.

Note: Once the applicant has applied for the Application Coordinator ID, FHA Connection will send the information to the owner/comptroller of the company within 7 – 10 business days via regular mail. The password is not included in this packet so ensure the applicant remembers the password.

1.1.2   Standard User Registration

Standard Users have access rights to LASS that can only by granted by the Application Coordinator. In order to apply for a Standard User ID the firm must first have an Application Coordinator ID. Unlike the Application Coordinator, the Standard User does not have any administrative rights.

Step 1: Go to FHA Connection at https://entp.hud.gov/clas

Step 2: Click on the 'Registering a New User' link. (See below):

Step 3: Registration page will display. Click on the 'Standard User Registration' link. See below.

Step 4: Fill out the form in its entirety. The applicant ***MUST*** click the checkbox next to Lender Assessment Subsystem for Title I, Title II or both.

Step 5: Click 'Send' at the bottom of the page. A Standard User ID will be assigned, and the Application Coordinator of your organization will receive the user ID. The password will not be enclosed, so make sure you remember it.

Note: *All lender id information is processed through FHA Connection. If you have not received your user id, you must contact FHA Connection at* *SFADMIN@HUD.GOV* *or (202) 708-2121.*